

Faculty/Student Research Agreement Form Instructions

Who is this Form For?

The purpose of this form is two-fold. First, to provide protection to prospective student researchers, to effectively outline potential risks/harms they may be exposed to due to the nature of the research in which they are conducting/assisting with. Second, to protect faculty from any misunderstandings with students about the potential risks/harms associated with the research. Additionally, while it may be unlikely that any of the risks/harms will occur, this form will ensure that the expectations of what the student may be exposed to are clear

When to Use this Form?

For faculty where the nature of the work *could* lead to risks/harms experienced by the student researcher/assistant. Disciplines that are most likely to need this include: biology, chemistry, forensic science, justice studies, psychology, sociology, social work, nursing. Potential uses include research where sensitive/vulnerable populations, topics, data, and/or environments may be required.

Examples of When it Might Apply

- Interacting with people who may have mental health challenges (e.g., schizophrenia, bi-polar disorder, other personality disorders), people previously or currently engaging in criminal activity (e.g., prisoners, formerly incarcerated, currently active), or victims of crimes (e.g., domestic violence, abuse, racism).
- Collecting and/or analyzing data that is graphic (e.g., adult pornography, dead bodies, lab animals) or details graphic experiences (e.g., trauma, domestic violence, child pornography, exploitation).
- Working in environments with challenging conditions, such as extreme isolation, lack of bathrooms, dangerous chemicals, exposure to contaminants.

Completing the Form

Pages 1 and 2 of this form contain instructions and faculty resources. Faculty should meet with the prospective student prior to their participation in conducting the research to complete the form (page 3), describe the resources available (page 4) and discuss any additional problems or student-specific issues that may arise during the study.

Description of Page 3 Sections:

- Study Purpose: provide a brief (e.g., couple sentences; 100 words) overview description of the study.
- Type of People/Data: identify all persons/data the student will be interacting with during their participation in conducting the research.
- Duties: outline all duties that the student will engage in. This may include conducting interviews, reviewing data, accessing specific spaces, etc.
- Potential Risks/Harms: explain all potential risks to the student, even if they are unlikely to occur.
- Faculty Responsibilities: as detailed as possible description of the responsibilities of faculty to the student. These may include things such as: discussion prior to starting

research; steps taken to minimize exposure; either personal or laboratory contact information, etc.

- Student Responsibilities: as detailed as possible description of the responsibilities of the student to the faculty. These may include open and frequent communication with faculty supervisor; potentially disclosing previous experiences with the topic, or related topic, that could cause distress (e.g., a person with a history of sexual abuse conducting research on sexual abuse), to help faculty develop an appropriate game plan; disclosure to faculty of any distress, criminal, illegal, or other issues encountered during the research; engagement in self care (e.g., take regular breaks, plan activities for after engaging in research).

Description of Page 4

- This page should be retained by the student.

Resources for Faculty Members

- Contact the Research Compliance Unit for questions about research ethics and misconduct: Jessica Trask - Director of Research Compliance, 408-924-2460, researchcompliance@sjsu.edu
- Contact the IRB for questions about human subjects research: Alena Filip- Human Protections Analyst, 408-924-2479, Alena.Filip@sjsu.edu
- Contact the California Faculty Association for questions about faculty rights issues and labor protections: Wenbin Wei - Faculty Rights Chair, Facrightschair.sj@calfac.org
- For faculty members experiencing distress or personal issues, contact San José State University's confidential Employee Assistance Program (EAP), LifeMatters® by Empathia. To get started, contact LifeMatters® at 1-800-367-7474 or go to their website mylifematters.com and use password SPARTANS. They provide free telephone and face-to-face counseling for:
 - Stress, depression, and personal problems
 - Balancing work and personal needs
 - Family and relationship concerns
 - Alcohol or drug dependency
 - Workplace conflicts
 - Financial or legal consultation
 - Any other issue of concern in your life
- For an online directory that anyone can use to get connected to mental health providers in your area, contact Thriving Campus by visiting <https://sjsu.thrivingcampus.com/>

Faculty/Student Research Agreement Form

Faculty Member		Student Researcher	
Department		Student Status	
Project Title		For Course Credit?	
IRB Approval #		Degree Requirement	

1. Study Purpose:

2. Type of People and/or Content Being Collected That May Be Sensitive

3. Duties Student Will Conduct During the Research:

4. Potential Risks/Harms Student May Be Exposed To:

5. Responsibilities of the Faculty Member to Create Safe/Supportive/Inclusive Environment
 - Providing appropriate safety and equipment training for environment
 - At least monthly check-ins throughout duration of research reviewing student's exposure, experience, and health with study risks/harms
 - Provide contact information (faculty or someone else) for quick/immediate response should a risk/harm arise
 - Other:

6. Responsibilities of the Student to Ensure Their Mental/Emotional/Physical Safety
 - Discussion of relevant triggers and boundaries that could cause distress during research
 - Disclose any distress, criminal, illegal, or other issues observed during the research process at earliest ability to appropriate authority (e.g., faculty, IRB, department chair)
 - Reviewing and retaining contact information on page 3
 - Other:

Faculty Signature

Date

Student Signature

Date

Student Resources

Steps to Take If You Experience Distress

1. Contact faculty member overseeing research
2. If you are experiencing personal issues or would like to speak to someone about your experiences while engaging in research:
 - Call 911 if you are experiencing an emergency or are in immediate danger. You may also call the San José State University Police at 408-924-2222.
 - Free appointments for students are available through SJSU Counseling and Psychological Services (CAPS). Call 408-924-5910 to schedule an initial meeting or stop by their office in the Student Wellness Center (SWC), 3rd floor, Room 300B (M-Th: 8:30am-5:30pm, F: 8:30am-4:30pm). The after-hours crisis services are available by calling 408-924-5910 and pressing 4.
 - You may also contact the Santa Clara County Suicide and Crisis Service at 855-278-4204 or text “Hello” to 741741 to contact the National Text Crisis Service.
3. Specific people/persons to contact on campus:
 - **Ombudsman:** The Office of the Student Ombudsperson is a source of fair, impartial, and confidential assistance for students with issues or concerns related to the University. Depending on the nature of the concern, the Ombuds Office may refer you to another University Office, such as Discrimination/Title IX, Legal Advice, or the Campus Police.
 - **Institutional Review Board (IRB):** If you have concerns or questions about the safety, welfare, or well-being of human research subjects, contact the IRB at irb@sjsu.edu.
 - **The Department Chair:** If you have concerns or questions about the work your being asked to do, or do not want to work on the project any more, but are uncomfortable speaking directly with the faculty member overseeing the research, the Department Chair may be able to help.
 - If you are concerned about your undergraduate degree progress, need advice on how to drop a class, or what alternative classes to take:
 - **By yourself:** Utilize resources in mySJSU such as MyPlanner, MyScheduler, MyProgress, or create a What-if Scenario under My Academics
 - **Undeclared students:** Urgent Requests: Undergraduate Advising and Success Center Virtual Front Desk, available MW: 1:00pm-2:00pm, TTH: 11:00am-12:00pm, F: 10:00am-11:00am